

12-Apr-01

**Standard Operating Procedure
Government Purchase Card (GPC)
Purchases \$2500-\$25000**

- A. **Purpose** – This regulation establishes responsibilities and prescribes procedures for GPC (formerly IMPAC) purchases valued between \$2,500-\$25,000. These purchases are referred to as macro purchases herein.
- B. **Scope** - This regulation applies to U.S. Army Robert Morris Acquisition Center (RMAC) elements and all supported activities which receive contracting services from the RMAC. It governs procedures for macro purchases made with the GPC under the provisions of the Federal Acquisition Regulation (FAR), Subpart 13, Army Federal Acquisition Regulation Supplement (AFARS) Subpart 13.90, and Army Deviation Control Number 98-DEV-8.
- C. **General** –
1. Blanket Purchase Agreements (BPAs) may be placed with interested vendors for macro (valued between \$2,500-\$25,000) purchases when using GPC as a method for payment. BPAs generally will be restricted to small businesses in accordance with FAR Part 19. The RMAC is responsible for establishing BPAs with small businesses interested in bidding on oral solicitations for commercial supplies and services valued up to \$25,000. The BPAs are agreements with interested vendors which stipulate clauses required by statute in which the GPC would be used as the method of payment. The agreements will be signed by the contractors and maintained by the RMAC. In addition, the RMAC is responsible for establishing a record (Vendor Agreement List) of the BPAs and providing this record to cardholders who are authorized to place verbal orders against the agreements. Cardholders shall only place macro orders with contractors who have an existing BPA agreement with the AMCAC. **Vendors must renew their BPA agreement each fiscal year.**
 2. After receiving appropriate training from the RMAC, cardholders will be issued a written delegation of authority that allows them to place GPC orders up to \$25,000 against existing BPA agreements.
 3. Purchase actions under \$100,000 are set-aside for small business. However, purchase actions under \$25,000 are given a waiver from the non-manufacturer rule. In other words, small businesses can offer a product of a large business as long as the product is manufactured or produced in the United States. The “Vendor Agreement List” will specify the company name, address, point of contact, telephone number and business size for each vendor that has executed a BPA agreement with the RMAC.

D. Purchase Procedures -

1. Cardholders shall ensure funding is available and required pre-approvals are obtained prior to purchase action. Therefore, a purchase request (PR) must be generated and local purchase authority granted, from the Directorate of Logistics (DOL). The DOL is required to screen required sources of supply under FAR Part 8 prior to granting local purchase authority. The cardholder will not place an order prior to approval by the Supply Support Activity (SSA) Accountable Officer.
2. Cardholders shall obtain the Vendor Agreement List for the current fiscal year from the RMAC. As stated above, cardholders may only purchase from vendors that have existing BPA agreement with the RMAC. Small businesses requesting to execute an agreement should be faxed a copy of the RMAC Acceptance of Clauses Certification form (available from the A/OPC). Once the agreement is executed, cardholders may solicit from these additional vendors.
3. Cardholders shall obtain oral quotes from at least three small businesses within the local trade area to promote competition to the maximum extent practicable. Additionally, cardholders should request quotes from two sources not included in the previous oral solicitation. Quotations shall include transportation charges from the shipping point of the supplier to the delivery destination.
4. Federal Supply Schedule
 - a. Orders placed against a Federal Supply Schedule (FSS) contract are exempt from the small business set-aside provisions of FAR Part 19. As a result, cardholders are not required to place orders with small businesses, when requirements are to be satisfied through use of FSS. Notwithstanding, the cardholders shall give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirements. Items purchased from the FSS are subject to terms and conditions of the General Services Administration (GSA) contract. Therefore, when items are purchased from the GSA contract, the cardholder will not be required to add schedule contractors to above Vendor Agreement List.
 - b. The cardholder shall, before placing a GSA order, review three Schedule contractors' pricelists, select the supply or service that represents the best value and results in the lowest overall cost alternative to meet the government's needs. In selecting the supply representing the best value, the cardholder may consider required special features, trade-in considerations, probable life of the item selected, warranty considerations, maintenance availability, past performance, and environmental and energy efficiency considerations. The cardholder must document in writing that the FSS order represents (considering price, special features,) the best value and results in the lowest cost alternative to the government. **NOTE:** If the required items are not on the GSA schedule, the cardholder must purchase these items from both a small business and vendor that has a BPA agreement with the RMAC.

5. Purchases made to large businesses must be justified in writing and approved by the billing official.
 6. Soliciting from only one source must be justified in writing and approved by the billing official .
 7. Cardholders shall establish and maintain records of oral price quotations in order to reflect clearly the propriety of placing the order at the price paid with the supplier concerned. In addition, the cardholder is responsible for documenting the reasonableness of the award price and supporting the award decision if other than price-related factors were considered in selecting the supplier.
 8. The cardholder shall assign an individual award number to each order for identification purposes.
 9. **All award data (including award number) must be electronically entered into the Army Materiel Command Installation Supply System (AMCISS) Interface, if the activity was granted local purchase authority on AMC Form 2110, Purchase Request & Commitment (PR&C).**
 10. If applicable, forward a copy of PR&C with award data (award no, quantity, unit price, extended price and total price) annotated to your designated receiving office.
 11. When **proof of receipt** is confirmed, send a signed copy of the receipt document to DOL, Building 320, Attn: STEAP-LO-LS within three days from time of receipt.
 12. **The Summary Visa Purchase \$2500.01 to \$25,000.00 Form (STEAP-PR Form 156a-R) must be completed and forwarded (faxed) to AMCAC no later than the 26th of every month.**
 13. All other terms and conditions for credit card purchases under \$2,500 apply to macro purchases.
- E. **Important Web Sites** - The GSA website is <http://www.fss.gsa.gov/>; the DOD Purchase Card website is <http://purchasecard.sarda.army.mil/default.htm> ; Defense Acquisition Deskbook website is <http://web1.deskbook.osd.mil/default.asp>; DoD Email website is <https://www.emallmom01.dla.mil/scripts/default.asp>; and RMAC GPC website is <http://www.sbccom.apgea.army.mil/srs/amcac/CC/index.html>.
- F. **AMCAC Centralized Email Address** - Use the following email address for your credit card questions and concerns: creditcard@sbccom.apgea.army.mil.
- G. **AMCAC A/OPCs for Government Purchase Card (GPC) Program** - Mary Young, Primary A/OPC, 410-278-0849, Diane Schneider, Alt A/OPC, 410-278-0848, Nada Manning, Alt A/OPC, 410-278-0892, and Dennis Longo, Alt A/OPC, 410-278-0846 are points of contact for the GPC (formerly IMPAC) Program.

CHECKLIST FOR MACRO-PURCHASES

1. Cardholder identifies a requirement that has an anticipated dollar value exceeding \$2,500 and not exceeding \$25,000 (macro-purchase threshold).
2. A purchase request (PR) must be generated and local purchase authority granted from the Directorate of Logistics via Army Materiel Command Installation Supply System (AMCISS) before placing a macro-purchase order with IMPAC. Indicate on PR "Visa Return to Buyer."
3. Cardholder must determine if special approvals (HAZMART, PBO, DOIM, DPW, and Security) must be satisfied prior to purchasing an item.
4. Cardholder must solicit oral quotes from at least three small businesses. The cardholder shall establish and maintain records of oral price quotations in order to reflect clearly the propriety of placing the order at the price paid with the supplier concerned. In most cases, this will consist of showing the names of the vendors contacted and the prices and other terms and conditions quoted by each.
5. The cardholder may solicit from one source if the billing official determines that the circumstances of the purchasing action deem only one source reasonably available (e.g. urgency, exclusive licensing agreements, or industrial mobilization). The cardholder must prepare a written justification for soliciting from one source and obtain the billing official's approval (signature) prior to making the purchase. Documentation must be verifiable and kept to a minimum.
6. The cardholder may solicit from a large business if the billing official determines that small business set-aside is inappropriate for the purchasing action (e.g. no reasonable expectation of obtaining quotations from two or more responsible small business concerns.) The cardholder must prepare written justification for soliciting from a large business and obtain the billing official's approval (signature) prior to making the purchase. Documentation must be verifiable and kept to a minimum.
7. Before making award, the cardholder must verify that the vendor has executed a current BPA agreement with AMCAC. If not, the cardholder may fax a copy of the AMCAC Acceptance of Clauses Certification to the vendor. A macro-purchase order may be placed once the cardholder confirms that AMCAC has received an executed agreement from the vendor.
8. The cardholder is responsible for determining that the proposed price is reasonable before making award. Whenever possible base price reasonableness on competitive quotations. If competitive quotations were solicited and award was made to other than the low quoter, document your reasons for award decision and basis for price reasonableness. If only one response is received, use the resources found at FAR 13.106-3 to support price reasonableness.

9. The cardholder shall assign an award number to the GPC order and advise the vendor to reference the award number on all delivery tickets or shipping documents accompanying the items. **The credit card number should not appear on any shipping documents.**
10. The cardholder shall record award data (date of order, vendor's name, phone number, award number, item, quantity, unit price, shipping cost and total price) on AMC Form 2110 and forward copy to the receiving office designated for the activity.
11. Award data (including award number) must be electronically entered in AMCISS Interface, if local purchase authority was received on AMC Form 2110.
12. When proof of receipt is confirmed, send a signed copy of the receipt document to DOL, Building 320, Attn: STEAP-LO-LS within three days from time of receipt.
13. The summary Visa Purchase \$2500.01 to \$25,000.00 Form (STEAP-PR 156a-R) must be completed each billing period and faxed to Beverly McMillan, AMCAC, fax no:410-278-0851 no later than the 26th of every month.
14. All other terms and conditions for GPC orders below \$2500 (micro-purchase threshold) apply to macro-purchases.

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